

**TILLAMOOK CITY COUNCIL MEETING
TUESDAY, JULY 5, 2011
CITY HALL, 210 LAUREL AVENUE**

COUNCIL WORKSHOP: 6:00 P.M. – Council and Tillamook Urban Renewal Agency regarding 1st Street Parking Lot.

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Cheryl Davy
Councilor Steven Forster
Councilor Doug Henson

Absent:

Councilor John Sandusky (Excused)

Staff Present:

Paul Wyntergreen, City Manager
Tim Lyda, Assistant Public Works Director
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of July 5, 2011 is attached and by this reference is made a part of the record.

ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: None.

BEAUTIFICATION AWARD: **Mayor Weber** announced that Grace Ellerbrook, 508 Birch Avenue, Tillamook was the winner of the Beautification Award for property improvement. Her home was submitted by Councilor Joe Martin. As winner she will receive one month free water and sewer service, value up to \$100. Councilor Henson said that he would like to see the City publicize the winners more, perhaps via advertisement with picture in the Headlight-Herald and/or Shopper papers. Sorensen suggested posting the winners on the City website. Councilor Davy said the owners would have to give permission to have a picture of their home in the paper. Cost of advertising was discussed.

MINUTES:

Council minutes of March 21, 2011 were included in Council packets. **Councilor Forster made a motion to approve the Council minutes of March 21, 2011 as presented. Councilor Harris seconded the motion. There were no additions, deletions or corrections. Motion carried unanimously by Council seated.**

PRESENTATIONS: None

PUBLIC HEARINGS: None

NEW BUSINESS:

1. **Janitorial Request for Services** – City Manager Wyntergreen told the Council that the City had put out a Request for Proposals for janitorial services for City Hall, Police Department building and the Wastewater Treatment Plant building. The City received three proposals. A panel consisting of Councilor Martin, Chief Wright, Sewer Plant Supervisor Vern Ressler, City Recorder Sorensen and A/P clerk Mary Tucker met on June 23, 2011 to discuss the proposals. It was the recommendation of the committee that the Police Department and Sewer Plant keep the services of Mary Veek-Kendrick and that City Hall retain the services of A Affordable Carpet Cleaning Service. **Councilor Martin moved the award for cleaning the Police Department and Sewer Plant buildings to Mary Veek-Kendrick and the City Hall cleaning to A Affordable Carpet Cleaning Service, Inc. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.**
2. **3rd Street Waterline Engineering Services** – In the absence of Public Works Director Arley Sullivan **Tim Lyda, Assistant Public Works Director**, went over the staff report provided in Council packets. He stated that Federal regulations will not allow the required waterline upgrade to be bid with the street project. Under OAR 137-048-0200 (1) (e) a local contracting agency may directly award an engineering or related Personal Services contract if the services are substantially related to those services that were previously studied in an earlier contract with the same consultant and the agency originally used the standard selection procedure in effect at the time the previous contract was awarded. Because time is of the essence staff recommends that Council approve the direct appointment of NW Engineering especially in view of the fact that they are the principle engineer of the entire 3rd Street Improvement Project. **Councilor Martin moved the approval of the direct appointment of NW Engineering for the 3rd Street waterline engineering project. Councilor Forster seconded the motion. Motion carried unanimously by Council seated.**

LEGISLATIVE

1. RESOLUTION ADOPTING EMPLOYEE HANDBOOK

City Manager Wyntergreen updated the Council on the process of putting together the document before them. Department Heads, employees and the Personnel Committee have all reviewed the document.

Councilor Forster, as a member of the Personnel Committee, stated that he would like to see all new hires after ~~July 1~~, **July 5, 2011** be responsible for 10% of their medical premium. He stated that Teamsters union members of the police department are responsible for a portion of their medical costs as well as the employee portion (6%) of PERS. The County pays 10% of their medical costs. **Councilor Davy**, also a member of the Personnel Committee, said she would be in favor of a percentage of the cost paid by employees to help offset rising insurance premiums. **Wyntergreen** said that the Employee Handbook did not include language for the increase because the recommendation of the majority of the committee was to not include it at this time but to reconsider it in the near future. **Councilor Harris** said he was not ready to decide on passing a portion of the medical costs onto employees but was ready to vote on the document as presented. He also wanted to make sure that a process was in place for review of the document so it did not become outdated. **Councilor Henson** applauded the committee for their hard work and stated he could accept the handbook as is.

Wyntergreen said that the provision for a \$200 annual uniform allowance for public works employees was inadvertently left out of the document. The document could be passed with the inclusion of that provision if the Council would like.

Councilor Henson moved approval of the resolution adopting a revised Employee Handbook of procedures and conditions of City employment of the City of Tillamook, and repealing Resolutions No. 1251, No. 1295, No. 1327, No. 1426, No. 1465 and No. 1551 to include the provision for Uniform Allowance. Councilor Harris seconded the motion. Under discussion Councilor Forster called for a workshop on employee benefits and ramifications. Councilor agreed. **There being no further comments the motion carried unanimously by Council seated.**

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COUNCIL CONCERNS:

Councilor Davy asked what is being done on the sidewalk improvement issue. Wyntergreen said he would report back to Council at the next meeting.

Councilor Forster voiced concern that the City has not contacted Elaine Cogan and Rob Drake after their presentation on a Visioning process for the City of Tillamook. Council discussed the cost of the project (\$40,000-\$50,000) and the fact there is not enough money for the entire process. Consideration for cutting back the project or planning for it in the future as it was not budgeting for currently was discussed. Councilor Forster wanted to direct the City Manager to look hard in the current budget to find the dollars for the project. It was agreed that Cogan and Drake should be contacted to let them know where the City is at.

Councilor Henson mentioned the beautiful fireworks display at the Blue Heron and gave kudos to the Gary Wright family. The event brought in many out-of-towners to Tillamook.

CITIZENS CONCERNS: None

MONTHLY REPORTS:

City Planner, Police Chief and Public Works Director reports were included in Council packets.

MAYOR REPORT:

Mayor Weber reported that the June Dairy Parade was wonderful. The music was exceptional this year. She met with U.S. Representative Kurt Schrader after the parade. They spoke about the location of the Pelican Pub Brewery at the Port of Tillamook Bay. She also met with the County and Tillamook County General Hospital regarding the expansion of the clinic.

COMMITTEE REPORTS:

Personnel Committee: Work on the Employee Handbook has been completed with the adoption of the resolution tonight.

Finance Committee: Chair **Councilor Martin** said that the committee is meeting on July 11, 2011 at 2 P.M. at City Hall to continue the review of City Fiscal Policy.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Davy. Council seated approved the motion unanimously.** Bills were paid in the following total amount. A copy of the voucher register is attached and by this reference is made a part of the record.

GENERAL CHECKING ACCOUNT

Special Batch 6/24/2011	Check #30891-30894	\$ 26,343.41
Special Batch 6/28/2011	Check #30895	\$ 700.00
Special Batch 6/29/2011	Check #30896-30897	\$ 7,819.49
Special Batch 6/30/2011	Check #30898	\$ 209.34
A/P Batch 7/5/2011	Checks # 30899-30942	\$ 213,059.33

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ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:20 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder